



City of Biggs

Agenda Item Staff Report for the Regular City Council Meeting: September 19, 2011 6:00PM

DATE: September 13, 2011

TO: Honorable Mayor and Members of the City Council

FROM: Pete Carr, City Administrator/Finance

SUBJECT: Public Works Crew Vacancy (Discussion/Action)

City Administrator will present background and options for the vacant crew position in City Public Works, in follow up to same topic discussed July 13, 2011.

Background

At the July 13 meeting, Council considered filling of the open laborer position in Public Works and asked if there were some services that could instead be cost-effectively contracted out. Staff conducted an informal bid process to compare the cost of commercial contract opportunities to that of in-house Public Works Department service (labor and materials). The position has been in the meantime filled with a temporary employee who works full-time with no benefits.

At least two, in some cases four, vendors were identified for each service considered a candidate for contract. City Administrator personally contacted each and invited them to visit. Public Works Superintendent hosted site visits to help vendors understand the job requirements.

Some vendors submitted bids, some did not. Each bid was annualized to compare to the City's estimated annual costs.

Attachments:

- (1) July 13, 2011 staff report
- (2) Bid worksheet for selected Public Works functions

Findings

Functions for which Biggs should contract:

- Automotive repair

Functions which Biggs should continue in-house:

- Street sweeping
- Parks and park restroom maintenance
- Backhoe owner maintenance

Functions not determined (needs more evaluation):

- Tree trimming
- Community Hall janitorial

Recommendation

Authorize administrator to fill the vacant Public Works position on a permanent basis per the Employee Manual. Direct staff as to whether to give more consideration to contract janitorial options for Community Hall.

Fiscal Impact:

No new impact. Budget assumed full staffing. New employee would be at lower wage (\$2800/yr less than budget) and possibly lower benefits cost to the City than was budgeted.



City of Biggs

Agenda Item Staff Report for the Regular City Council Meeting: July 18, 2011 6:00PM

DATE: July 13, 2011
TO: Honorable Mayor and Members of the City Council
FROM: Pete Carr, City Administrator/Finance
SUBJECT: Public Works Crew Vacancy (Discussion/Action)

*Attachment to
Sept 19 Staff Report*

City Administrator will present background and options for the vacant crew position in City Public Works.

Background

The City has one working superintendent and four line employees to operate the water and wastewater systems, maintain the infrastructure for these utilities, and maintain all streets, storm drainage, sidewalks, parks, signage, city-owned buildings and corporation yards. Regulatory compliance, technical training, safety and security issues add to the burden of tasks and responsibilities, as well as challenges with weather, vandalism, and special events like parades and holiday lighting. Each of the four crew employees, of course, is 25% of the crew staffing.

The City Council in January approved by Resolution a staffing guideline as part of adoption of the revised Employee Manual.

One crew position became unexpectedly vacant in June. Council on June 20th authorized temporary filling of the position and requested a staff report on the subject of a permanent replacement. Identifying, pre-employment testing and starting the temporary employee was accomplished by July 7. The temporary employee works 40 hours/week at the starting wage of \$12.12/hr with no benefits.

Biggs also benefits from the 25-hr/wk assistance of a Workability program helper paid entirely by the County. This help is available only when all union-represented City positions are filled. Our contract with PERS requires health and pension benefits to be provided to employees who regularly work over 20 hours per week.

Water and wastewater operations are constant year-round, with more intensity on water ops in summer and wastewater treatment in the winter. The crew's workload is also seasonally impacted in colder weather by prevention of local flooding, street

repairs and post-storm clean-up of the city, then shifts in warmer weather to parks and right-of-way maintenance.

The impact of not filling the position can be expected to be reduction or elimination of special projects being accomplished in-house like sidewalk repairs, gutter valley replacements, basic fleet maintenance and support for special events. We would also lose the part-time county-paid worker if a permanent position is left vacant.

Options:

1. Authorize filling the Crew 1 position on a permanent basis per the Employee Manual.
2. Authorize only temporary fill of the Crew 1 position with stated end date and acknowledgement of reduced expectations of the Public Works staff and loss of County-paid helper.
3. Eliminate the Crew 1 position and acknowledge reduced expectations of the Public Works staff.
4. Eliminate the Crew 1 position and contract for the following functions:
 - o Street cleaning (8hrs/wk winter, 8hrs every other week summer)
 - o Landscape functions (40 hrs/wk park maint, mowing, etc. in summer, more variable in winter)
 - o Janitorial functions (1-2 hrs/wk as discussed, currently investigating)
 - o Mechanical maintenance (1-2 hrs/wk some scheduled some as needed for oil changes, etc)

In either Options 2 or 3, City may want to consider contracting out some parts of the Public Works function, perhaps as outlined in Option 4. However, other municipalities are meeting with mixed results on this effort. The variety of skills employed throughout the workday and across seasons would be an issue here, as would the impact of reduced crewing on job flexibility due to the already small size of our workforce.

- o Appointments, training, sick days and vacation coverage are much more difficult to cover with 3 crew members than 4.
- o Pipe replacement in a street requires 1-2 traffic control, 1 on equipment, at least 1 mobile.
- o Confined space requires minimum 3 personnel.
- o Hot mix paving requires 4 personnel.
- o Standby and call-out OT pay would shift more to higher paid employees.

Attachment: City Employee Manual Staffing Guideline

Recommendation

Authorize administrator to fill the vacant Public Works position on a permanent basis per the Employee Manual.

Fiscal Impact:

Budget assumed full staffing. New employee would be at lower wage (\$2800/yr less than budget) and possibly lower benefits cost to the City than was budgeted.

CONTRACT OPPORTUNITIES FOR PUBLIC WORKS

Does not include water or wastewater ops, storm drain cleaning, assist GBE, or street maintenance.

Function	Task	Frequency	Ave # Hrs per mo	Hrly rate	Special skills/tools	City Cost per Mo	City Cost per Yr	Bid 1	Bid 2	Bid 3	Bid 3
Street sweeping	Operating	1/wk winter, 2/mo summer @8hrs	24.0	\$25.00	Class B license	\$600	\$7,200				
	Fuel @ \$3/gal					\$18	\$216				
	Change brushes, belts	3/yr @2hrs + parts	0.5	\$25.00	mech skills and tools	\$213	\$2,550	Accent Chico	All Seasons Oroville	CalSweep Marysville	
	General maint	as needed	2.0	\$25.00	mech skills and tools	\$50	\$600				
	TOTAL		26.5	\$75.00		\$881	\$10,566		\$ 40,900		
Automotive											
	Lube & oil	1/yr for 5 trucks + materials	0.8	\$25.00	lube and compressor	\$29	\$345	Gridley Ford	Les Schwab - brakes only	Teague	
	Replace brakes	2 hrs/2.5 trucks/yr + parts	0.5	\$25.00	mech skills and tools	\$33	\$390				
	TOTAL		1.3	\$50.00		\$61	\$735	\$ 975	\$ 668	\$ 775	
Other mechanical											
	Grease backhoe	16/yr @ 45 mins + materials	0.8	\$25.00	lube and compressor	\$29	\$345	Busch	Dewsnup		
	TOTAL					\$29	\$345		\$ 960		
Parks	Lawn care	weekly 4 mos, as needed 8 mos	53.3	\$18.27		\$974	\$11,685				
	Fuel @ \$3/gal					\$100	\$1,200				
	Irrigation system	10 hr/mo 6 mos of the year	5.0	\$25.00	light plumbing	\$125	\$1,500	Exquisite Live Oak	M&M Gridley	Lifescapes Chico	Delta Landscape Gridley
	Mower bells, blades, etc.	2 hrs/mo	2.0	\$25.00	mech skills and tools	\$50	\$600				
	Park restrooms *	Daily restock, clean 4/week	20.0	\$18.27	Hep C	\$365	\$4,385				
Janitorial	TOTAL		80.3	\$86.54		\$1,614	\$19,370	\$ 52,800	\$ 36,400	\$ 56,964	\$ 65,760
	City hall	2/mo	1.5	\$18.27	Hep C	\$27	\$329				
	Community Hall	as needed per rentals	6.0	\$18.27	Hep C	\$110	\$1,315	SJS: \$196 initial, \$95/visit	M&M: \$200/visit	CM: \$120/visit	
	Community Hall	on call standby	0.0	\$0.00	0	\$0.00	\$0.00				